



ASG WEEKLY

**FEB 15
2013**

Vol 1 Issue 2

ACCOUNTABILITY UNITY TRANSPARENCY EQUALITY

Governor Lolo Matalasi Moliga Enforces ASG Vehicle Policies...

February 11, 2013

According to a General Memorandum No. 0003-13 by the Governor, to all Agencies of the Executive Branch, Authorities, Legislature of American Samoa, and the Judicial Branch—new policies for ASG vehicles have been established to govern and regulate the use of all Executive Branch vehicles in an attempt to reduce government spending inherent in fuel consumption and spare parts purchases to upkeep usage of said vehicles often used predominantly for non-government purposes.



The new policy states that all Executive Branch vehicles will be parked at Motor Pool Compound in Tafuna at the end of each operating day...

The new policy states that all Executive Branch vehicles will be parked at Motor Pool Compound in Tafuna at the end of each operating day, and no vehicle will be taken home by any Government employee unless thoroughly justified by the Director or Acting Director demonstrating a “life or death” threat necessitating the use of the vehicle after hours. In the event a vehicle is permitted to be taken home after hours, it will not be used for any non-government purpose. A list of the authorized 24-hours vehicles have been sent to the Department of Public Safety for enforcement with

instructions to impound any government vehicle seen on the highway without the proper authorization permit.

The Directors and Acting Directors are authorized to take the assigned vehicles home to be used for official government business only and not for personal transportation of spouses, children, or family members.

A full version of the Governor’s memo is found at www.americansamoa.gov/

Calendar of Events:

| | |
|-----------------------------|--------|
| Tutuila DBAS Lotto | Feb 11 |
| Valentines Day | Feb 14 |
| Distribution of Newsletters | Feb 15 |
| Retirement Checks Available | Feb 15 |
| Presidents Day (Holiday) | Feb 18 |
| Manu’a DBAS Lotto | Feb 19 |

What's New

*Mass Clean-up with Lt.
pg. 2*

*Errors with Pay-Checks
pg. 2*

*DBAS Lottery
pg. 4*

The American Samoa Government Employees Show Pride in their Workplace with a Mass Clean-up with Lt. Governor Lemanu P. Mauga Leading by Example...



The American Samoa Government employees took part in a mass cleanup effort within their office building this past Friday (8th February). The clean up effort was overseen by the Office of the Governor with the Lieutenant Governor as one of the key people involved.

"I think this is a great idea—it builds character and also boosts morale in the work place..." "I also think it is great to see the Lieutenant Governor out and actually helping us with this effort..."

"I think this is a great idea—it builds character and also boosts morale in the work place..." "I also think it is great to see the Lieutenant Governor out and actually helping us with this effort..." were just a few of the comments some of the ASG employees said about the clean-up.

The cleanup effort was scheduled for 2pm until close of business last Friday, and all hands were on deck. Every person had a part in the cleanup effort, and because of the great turn out, it will not be a surprise to see another clean-up done sometime in the near future.

ASG Payroll Division Explain the Errors that Occur quite too Often with Employee Pay-Checks...

The ASG Weekly Newsletter followed up with the payroll office in regards to the discrepancies in processing the ASG payroll checks.

The first issue that was asked was about the current annual and sick leave balances for each employee because of the unusual fluctuation of numbers every pay-period. A payroll employee explained that "...the problem is a computer glitch and it is being worked on by our lead Information Technologist, Gary. He is working with the representatives here

and off-island in order to get the problem solved as soon as possible—this problem has been occurring for about three pay periods to date, so we advise that each employee keep their check stub from the last pay period of December [when the system was last known to work correctly] for record purposes."

The next issue raised was the employees not receiving their checks on the allotted date. "One of the main issues is

Continued on page 3

Fa'asea Tagata Faigaluega a le Malo i le sese so'o o a latou siaki...

Ua tele ni fa'asea a ni isi o tagata faigaluega a le malo, ona ua latou maitauina le sese so'o o le faiga o a latou siaki.

Taua e ni isi ua o'o mai a latou fa'asea, o le tele o taimi e maua mai ai a latou siaki, e sese le faiga o a latou aso livi. A le o lena, e fa'aulu a latou livi ona ua uma ona pasia e a latou fa'atonu—ae maua mai a latou siaki e le o maua mai ai.

O le isi fa'asea a tagata faigaluega, po'o le a le mafua'aga e ala ai ona le maua mai a latou siaki i le taimi ua fa'atulaga e maua mai ai.

O le fesili autu o nei mea uma, o le a le mafua'aga ua ala ai pea ona tupu so'o lea fa'afitauli, i siaki a tagata faigaluega?

I se talatalanoaga la ma le vaega o lo o gafa ma siaki ma totogi a tagata faigaluega a le malo (Payroll), na tala 'oto'oto mai ai ni isi o mafua'aga e ala ai ona tula'i mai pea nei fa'afitauli i totogi a tagata.

Saunoa le sui a le Payroll, "...o lo o galulue nei ni isi i le fa'aleleia o a latou masini kamupuiata ia o lo o taina ai siaki. O le mafuaaga lea e sese so'o ai le faiga o livi a tagata faigaluega. E fautua atu la ina ia teu pea a latou ulu siaki e amata mai ia Tesema o le tausaga ua te'a, e fa'aaoga e fa'amaonia ai a latou taimi, ae maise a latou livi e tatau ona maua..."

"...ma o le mafuaaga e ala ai ona le maua a latou siaki i le taimi sa'o, ona o le tuai ona auina atu o a latou taimi, ma e mafua mai lea tulaga, i totonu lava o a latou lava vaega..."

Mo se fa'amalama'aga auiliili o nei mataupu—vala'au le ofisa a le Payroll i le 633-4239.

Errors that Occur quite too Often with Employee Pay-Checks...(Cont'd)

that the department time keepers do not send in the timecards before the deadline. This issue has been brought to our attention and is still being ironed out—other issues include; Not To Exceed dates

“One of the main issues is that the department time keepers do not send in the timecards before the deadline...”

[otherwise known as NTE dates] being exceeded and leave forms not being filled out correctly. Other people have leave forms and not enough leaves saved up to cover these and so we [send] all of these back to the respective departments to correct before we can process a payroll check. We only work this way because of the yearly audits that we must go through, and we must ensure that we are following the rules...” stated the Payroll representative.

The Payroll Office handles all of the employee checks in the ASG Government and is looking to correct the mentioned errors as soon as possible.

PRESS RELEASE

ASEPA Laboratory successfully completed “Independent Demonstrations of Proficiency” in preparation for Lab Certification in March 2013

The American Samoa Environment Protection Agency (AS-EPA) laboratory branch completed the “Independent Demonstrations of Proficiency” training in preparation for the lab recertification in March. Among those that participated in this training are Josephine Regis, laboratory chief and laboratory analysts Ativalu Tago, Joe Kim, and Daystar Parker were awarded certificates for the successful completion of the “Independent Demonstrations of Proficiency” training that was conducted by USEPA Laboratory Certification Officer Edna Buchan.

These certificates validate successful completion of a written exam and laboratory practical exams, to demonstrate technical knowledge to test and analyze drinking water and marine water. AS-EPA Director Ameko Pato presented the certificates at a ceremony and emphasized the importance of maintaining the integrity of the lab and staying current with all laboratory certifications.



Additionally, AS-EPA is in preparation for the upcoming re-certification of its new laboratory in its new office building in March. This will recertify the lab and technicians to perform bacteriological testing and analysis on drinking water and marine water. It is AS-EPA's intentions to further expand its lab capabilities to include chemical testing. AS-EPA Director Ameko Pato stated that he is committed to equip the lab and its technicians with the necessary trainings, supplies and instruments required to perform daily water testing and monitoring responsibilities, and more importantly to achieve recertification of the AS-EPA laboratory for the next three years to ensure safe drinking water and marine water for recreational use.

Ta'ita'i Afioga Lutena Kovana Lemanu—Fa'amamaina o Ofisa a le Malo...

Na va'aia le laufoga fiafia o tagata mai vaega eseese o le malo o lo'o faigaluega i le fogafaletolu i Utulei—i le latou tapenaga ofisa lea sa faia i le aso Faraile, Fepuali 8, 2013. Masalo o se va'aiga sili ona mataina, o le va'aia lea o le Afioga i le Lutena Kovana ia Lemanu Mauga o lo'o galulue fa'atasi ma tagata faigaluega e fa'amama ofisa a le malo, o lo'o gasolo atu iai le mamalu a le atunu'u. O se mitamitaga i tagata faigaluega ina ua mae'a le galuega, ae ua vaaia ai se suiga i le mama o totonu ma fafo o le fale o lo'o faigaluega ma tautuaina ai le atunu'u. Malo lava!



DEVELOPMENT BANK OF AMERICAN SAMOA

PUBLIC NOTICE

COMMUNITY DEVELOPMENT BLOCK GRANT DECENT AFFORDABLE HOME LOAN PROGRAM LOTTERY NOTICE OF WINNING TICKET NUMBERS PROGRAM YEARS 2011 and 2012

This public notice is published in accordance with the Community Development Block Grant – Decent Affordable Home Loan Program (CDBG-DAHLP) funded by the U.S. Department of Housing and Urban Development (HUD) & Office of Community Planning and Development (CPD). The results are in for the first-ever DAHLP lottery in the Territory! Congratulations to all the winners. The winning ticket numbers are as follows:

| | | | | | | | |
|----|--------|----|--------|----|--------|----|--------|
| 1 | 173350 | 11 | 173293 | 21 | 173235 | 31 | 173363 |
| 2 | 173142 | 12 | 173063 | 22 | 173422 | 32 | 173148 |
| 3 | 173449 | 13 | 173289 | 23 | 173400 | 33 | 173490 |
| 4 | 173354 | 14 | 173717 | 24 | 173346 | 34 | 173151 |
| 5 | 173236 | 15 | 173426 | 25 | 173478 | 35 | 173409 |
| 6 | 173418 | 16 | 173152 | 26 | 173262 | 36 | 173112 |
| 7 | 173435 | 17 | 173269 | 27 | 173147 | 37 | 173056 |
| 8 | 173433 | 18 | 173305 | 28 | 173437 | 38 | 173234 |
| 9 | 173182 | 19 | 173455 | 29 | 173480 | 39 | 173419 |
| 10 | 173425 | 20 | 173186 | 30 | 173111 | 40 | 173215 |

First Ever Decent Affordable Home Loan Program Lottery Hosted by the American Samoa Development Bank and the Department of Commerce...

February 11, 2013

40 winning ticket numbers were announced today of those who signed up for the American Samoa Development Bank Decent Affordable Home Loan Program Lottery.

The Decent Affordable Home Loan Program (DAHLP) has been funded by the Community Development Block Grant (CDBG) since 2006. The Department of Commerce is the administrator of the CDBG program whereas the Development Bank of American Samoa is the sub-recipient of DAHLP funds. Approximately \$200,000 is budgeted every program year for DAHLP to serve the housing needs of every low income households in American Samoa. The total amount of funds available for the lottery is \$431,500.00, which includes allocations for program years 2011 and 2012.

This is the first DAHLP lottery in the Territory, and the Department of Commerce and Development Bank staffs are working collaboratively to ensure that this new process is effective and efficient.

The program is funded by the U.S. Department of Housing and Urban Development (HUD) and Office of Community Planning and Development (CPD). For more inquiries about the program or if you signed up and would like to check if you are one of the winning ticket numbers, contact the Development Bank at (684) 633-4031.



Department of Commerce Director Keniseli Lafaele



General public awaiting the time for their lucky numbers to be called